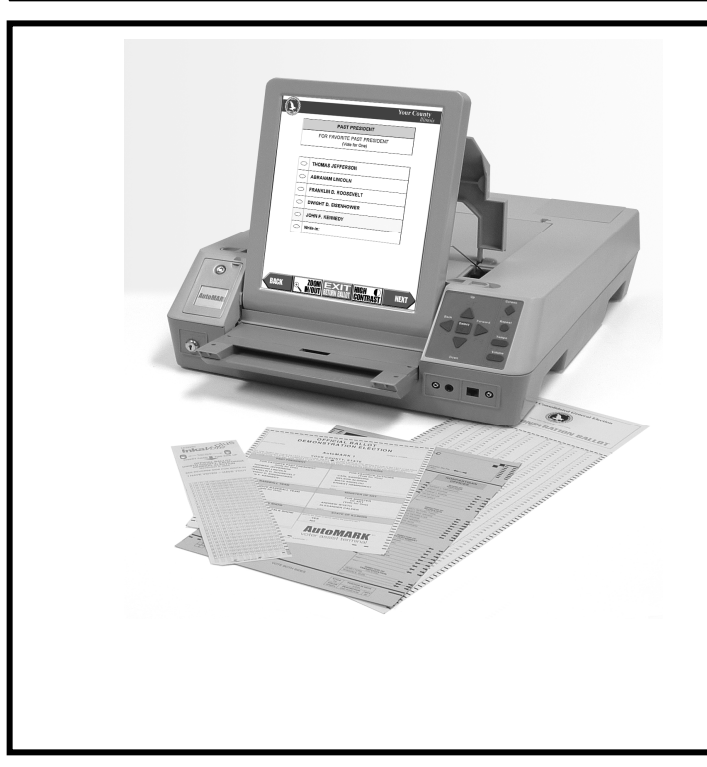


# **FSS & AutoMARK™ Guide**

## **SET-UP**

## **START-UP**

## **SHUT-DOWN**



# **GUIDELINES FOR ASSISTING BLIND OR VISION IMPAIRED INDIVIDUALS**

This guide is focused on assisting an individual who is blind or vision impaired to vote independently using the AutoMARK accessible voting device. Because the scenario is that of a worker offering assistance on a busy voting night, it is a condensed version of what the same worker would do if the voter was practicing on the device during a non-voting time. Therefore, all points are covered, but explanation/practice time is reduced.

1. Introduce yourself as a worker and find out if they are aware of the accessible voting device. If they are, proceed to #2. If not, explain the nature of the device (i.e. talks you through the voting process, use of headsets, ability to cast your own vote, etc.).
2. You might want to ask if they are interested in using it. Maybe they want their spouse to help them!!?? You just never know. But I would encourage them to try it (they can still bring their friend/relative to assist). Some may be a bit hesitant of a new device.
3. Ask if they would like assistance over to the device. If they say yes, just slightly extend your arm, saying "Here's my left/right arm." They will know how to take it and follow. Some may say, "No, I'll just follow you." Just don't grab a person, even gently. They can't judge your moves if they are pulled.
4. When you get to the AutoMARK, explain that it will talk them through the voting process. There are really only 2 main areas they need to focus on; the slot where the ballot is entered, and the keypad. Have the person feel the AutoMARK for a few seconds, then guide their hand to the ballot slot (there is Braille there, they may pick that up), then to the navigation pad (again, Braille) on the right.
5. Show them the 4 arrow buttons and the select (square) button. Be sure they feel them and can show you left/right/up/down. Tell them the left/right buttons move you forward and back during the process. They will be told when to use them. The up/down buttons let you go up and down a list to choose candidates or options. The select button lets you choose the candidate or option they are on. Tell them the AutoMARK will not let them do anything wrong. It will guide them the entire way.
6. Then show them the speech controls. Skip past the diamond (screen on/off). Show them repeat. Adjust speed and volume at this time as it is less troublesome to do so now. Be sure they have their headsets on while adjusting the speech.
7. If they have no questions, tell them it takes about 30 seconds to scan the ballot at first. Then they need to listen to the directions, repeat if needed, and cast their votes. Tell them if they need help they can signal the worker (raise hand, turn towards them, etc.) and someone will help. Hand them the ballot, be sure it goes in, and then leave.

# 1 SET-UP PROCEDURE

## Removing the AutoMARK from the Cage

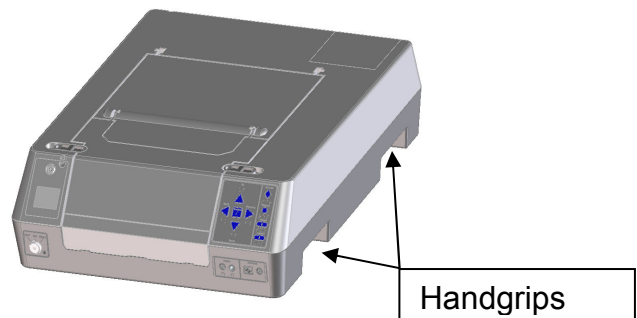
The AutoMark is stored on the top shelf of the cage, with the front of the unit facing left. It will require 2 people to remove the unit from the cage, using the following steps:

1. Lock the cage wheels
2. Remove everything from the top shelf so only the AutoMark is on the top shelf.
3. Unhook the strap ring of the canvass cover from the spring hook at the top of the cage.
4. Slide the unit to the left and at the same time begin turning the front end of the AutoMark toward the front of the cage. This is to allow the helper to be able to reach the 2 handgrips on the side.
5. Both workers should grasp the AutoMark with the handgrips positioned on each side and remove it from the top shelf and place it on the table.



6. Once the AutoMark is on the table, unzip the cover and fold back the top flap. Remove AutoMark Guide, AutoMark Operations Guide, AutoMark supply bag and Envelope 3T.

7. The two workers should lift the AutoMark out of the cover using handgrips on each side. Place AutoMark back down on the table



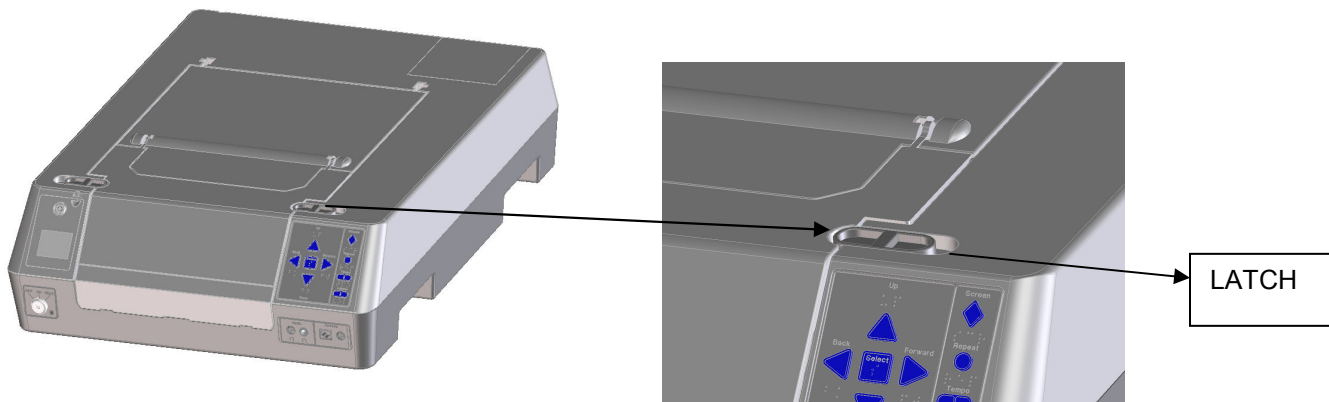
away from the cover. Store the cover in the cage.

## Setting Up the AutoMARK

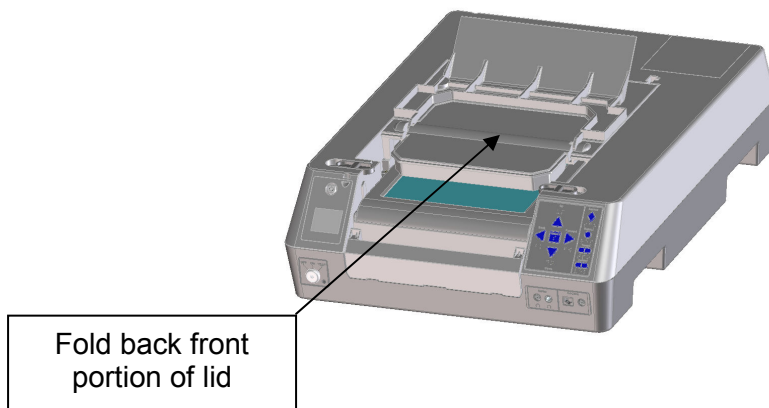
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To setup the AutoMARK for use on Election Day follow the procedure below:

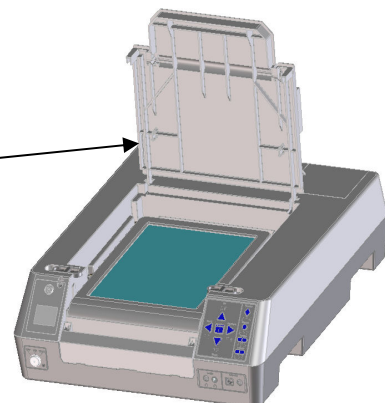
1. Move the left and right sliding latches outward to unlatch the lid.



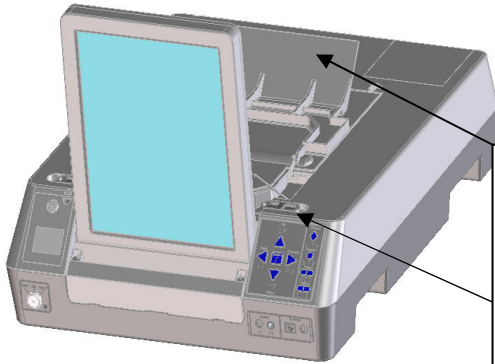
2. Fold the front portion of the lid back.



3. Raise the lid assembly straight up.



4. Raise LCD screen, and close the lid behind, leaving the front lid section rotated back.



Front lid section rotated back

Slide latches inward to provide support for the screen

5. Pull upward on the outer piece of the ballot feed tray and then lower the ballot feed tray.



Lower the ballot feed tray to this position

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## 2 START-UP PROCEDURE

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Once setup, start the AutoMARK using the steps below.

1. Locate the smaller audio headphone jack on the front lower-right panel (below the keypad) and plug in the headphones.
1. Plug the power cord into a power connection in the back of the unit and the other end of the cord into a nearby AC power source. Make sure the cord is not in a position where it would be hazardous to anyone walking nearby.
2. Use your M-100 key for the on/off lock located in the front of the unit and turn to the ON position – it will take 30-45 seconds for the unit to activate.
3. The boot-up procedure should finally end with the message “Please Insert Your Ballot”. IF ANY OTHER MESSAGE IS PRESENT, CALL MACHINE SUPPORT 751-4671.

# Ballot Test

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1. Turn the key to the right to the TEST position.
2. Touch the “TEST BALLOT PRINT” box on the menu.
3. Remove a test ballot from the ENVELOPE 3t and feed it into the AutoMARK.
4. Please write on the outside of ENVELOPE 3t the ballot style name that appears on the screen during the test.
5. The unit will complete and return the ballot; remove the ballot from the AutoMARK.
6. The ballot should have EVERY oval filled in and the name of each candidate should have been printed by the AutoMARK – be sure the ovals are filled in and that the names are correct.
7. If the ovals are not filled in or if the names did not print, call Equipment Support at 751-4671 immediately.
8. Repeat steps 3-6 after Equipment Support gets the AutoMARK running again.
9. When the test is successful, press DONE on the screen. Return the test ballot to ENVELOPE 3t; seal, sign and pack.
10. Turn the key to the left one click to the ON position.
11. Confirm the screen message is “Please Insert Your Ballot”.
12. Remove the key from the AutoMARK lock.
13. Unplug the headset until it is needed.
14. The AutoMARK is now ready for use by voters.
15. **Reminder:** Flag AutoMark voters with “AM” on Electronic Pollbook - EPB (options, set voter status, flag “AM”, save).

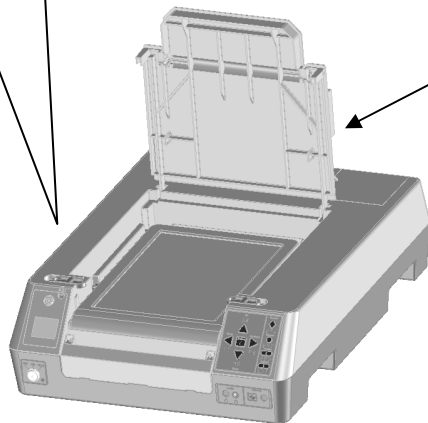
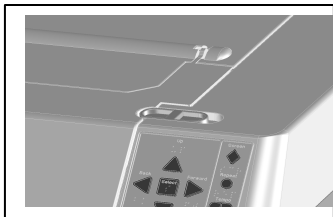


# 3 SHUT-DOWN PROCEDURE

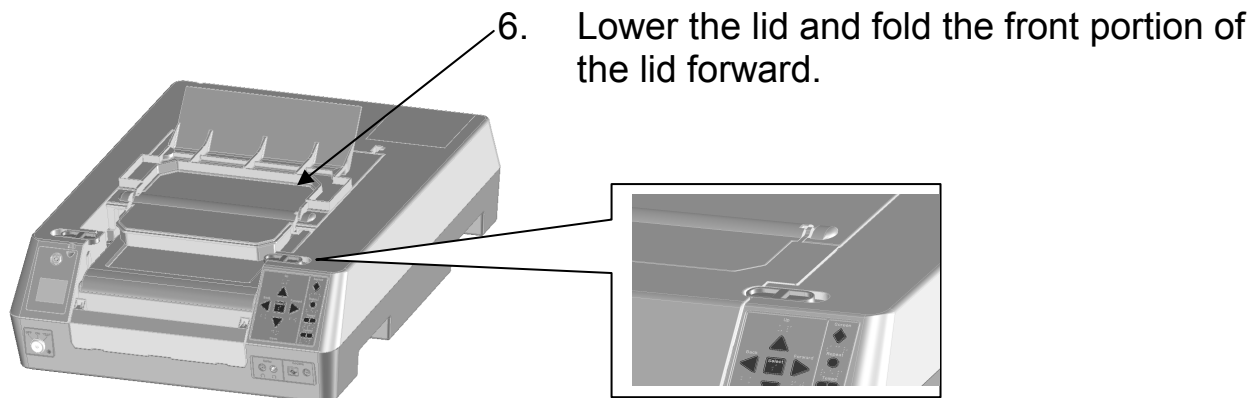
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1. To shutdown the unit when the polls are closed, insert the M100 key in the lock located in the front of the unit.
2. **Turn key to the OFF position.** Remove the key.
3. Disconnect the power cord and replace it and the headphones in the AutoMark supply bag.
4. Push upward on the bottom of the ballot feed tray to raise it into pack-up position.

Raise the ballot feed tray from this position

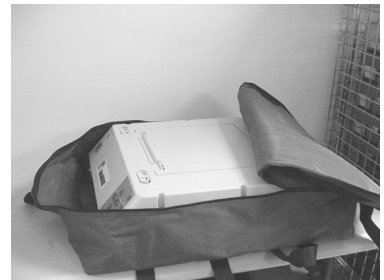


5. Raise the lid assembly straight up. Slide latches outward. Lower the screen into stored position.

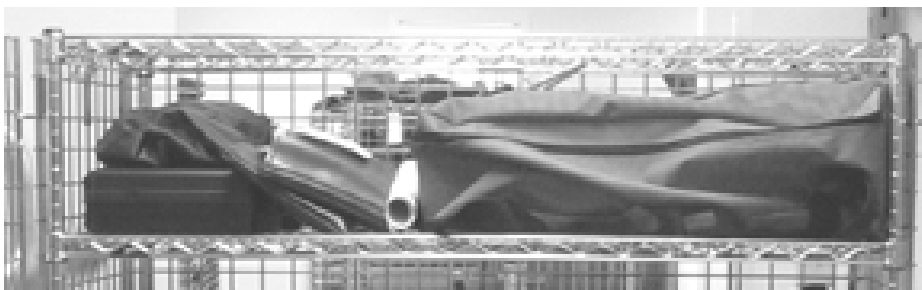


7. Move the left and right sliding latches inward to latch the lid.

8. Two workers should lift the AutoMARK into the cover using the handgrips on each side. Pack the AutoMark supply bag on top of AutoMark. Zip close.



9. Two workers should lift the AutoMARK onto the top shelf of cage. Front should face left of cage. Slide AutoMARK back and to the right.



10. Secure the AutoMARK in the cage by **attaching the ring** to the hook.

